

New Jersey Career and Technical Student Organizations Policies and Procedures Manual

**Lucille E. Davy
Commissioner of Education**

**Jay Doolan, Ed.D.
Assistant Commissioner
Division of Educational Standards and Programs**

**Marie Barry
Director
Office of Career and Technical Education**

**New Jersey Department of Education
P.O. Box 500
Trenton, New Jersey 08625-0500**

December 2008

TABLE OF CONTENTS

	PAGE
I. Introduction	3
II. Financial Procedures	6
III. Organizational Structure and Governance	10
IV. Supervision of Students During Events	17
V. Procedures for Starting New Local Chapters	18
VI. Resolving Disputes.....	19
VII. Public Relations.....	20
VIII. Services to Chapter/School/State Officers.....	21
 Appendices	
A. National Career and Technical Student Organization Contacts	22
B. CTSO Student Code of Conduct	23
C. Advisor Statement of Assurances	24

I. INTRODUCTION

Career and Technical Student Organizations (CTSOs) are an integral part of career and technical education instructional programs. These organizations provide students with the opportunity to enhance their occupational, employability and leadership skills through a variety of activities, such as conferences, award programs and competitive events. These organizations conduct activities and events at the local, state and national levels. CTSO programs and competitive events reflect current standards and competencies for the occupational education programs that they serve. Teachers infuse the organization's activities into the instructional programs, thereby helping students see the real world value of their academic studies.

New Jersey's CTSOs include:

1. DECA for marketing education students;
2. Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) for business education students;
3. FFA for agricultural education students;
4. Family, Career, and Community Leaders of America (FCCLA) for family and consumer sciences students;
5. Health Occupations Students of America (HOSA) for health occupations education students;
6. Technology Student Association (TSA) for technology education students;
and
7. SkillsUSA for trade and industrial education students.

CTSO programs and competitive events must reflect current standards and competencies for the approved CTE program(s) that they serve. Students are encouraged to be members of the career technical student organization for the occupational program in which they are currently enrolled.

A. Divestiture

Since July 1, 1995, the New Jersey Department of Education has coordinated the operation of career and technical student organizations through the administration of a discretionary grant program. Each funded agency is responsible for accomplishing a set of prescribed goals and objectives to ensure statewide leadership and administration of the career and technical student organization for which they were awarded funds.

B. Responsibility to Insure

The New Jersey Department of Education is responsible for ensuring that the contracted organizations are operating according to the terms and conditions of the contracts, as well as the constitutions, bylaws, rules and regulations of the CTSOs. The activity programs of New Jersey's CTSOs must maintain high educational value for the student members. The Carl D. Perkins Career and Technical Education Act of 2006 defines CTSOs as “organizations for individuals enrolled in a career and technical education program that engages in career and technical education activities as an integral part of the instructional program.” The act further states that “a career and technical student organization may have state and national units that aggregate the work and purposes of instruction in career and technical education at the local level.” The New Jersey Department of Education will closely monitor CTSO grantees for adherence to the contractual terms of their agreements.

C. Purpose of Manual

The purpose of this manual is to provide information regarding the policies and procedures required for daily operation of the state and local level activities and events of New Jersey's CTSOs. There is variation by organization since each was developed independently with separate parent organizations, constitutions, bylaws, rules, regulations, traditions, occupational program competencies and levels of activity. This manual provides guidelines and recommended practices, as well as specific information on procedures that grantees must follow to ensure fiscal accountability and the educational integrity of the program.

D. CTSO Principles

1. Leadership development is foremost among the goals for career and technical student organizations.
2. CTSOs strengthen academic as well as career and technical skills of students by providing contextual learning experiences as part of classroom lessons.
3. CTSOs are educational laboratories in which students learn how to become

leaders and develop their personal and professional potential.

4. Setting and accomplishing goals through valuable tasks and projects promote problem-solving skills.
5. CTSOs build on students' interest and help motivate the student toward learning.
6. Professional development of students is achieved by their participation in community projects and through networking with business and industry.
7. CTSOs are student organizations governed by and for students.

E. Integral to Curriculum

Students realize the benefits of career and technical student organizations because the occupational teacher infuses the organization's activities into the instructional program. These teachers must be creative and have good management skills in order to appropriately meet deadlines and handle the financial responsibility related to career and technical student organizations. CTSOs are valuable tools for implementing New Jersey's Core Curriculum Content Standards. CTSOs are co-curricular. They are not extracurricular. CTSOs also provide professional development opportunities for teachers and advisors as part of their annual activities. This training must focus on enhancing materials or instruction in a school's career and technical education program.

The benefits to the curriculum are as follows:

1. Participating in challenging activities based on industry standards and networking with business and industry motivate students.
2. Personal and professional development is achieved most often through the organization's recognition programs, professional development programs and tools.
3. Quality management encourages leadership, service, teamwork and continuous improvement. Correct meeting conduct, maintaining accurate records and following formal ceremonies will develop patterns for other civic, labor and professional organizations.
4. CTSOs provide a structure that promotes hands-on contextual learning of classroom curriculum and helps students see the real world value of their academic studies.

5. CTSO recognition of work experience programs, structured learning experiences and entrepreneurship projects enhances secondary to postsecondary and school-to-career transitions.
6. Competitive events evaluate leadership and skill development. Competitions are motivational tools to achieve greater student excellence.

II. FINANCIAL PROCEDURES

A. Accounts

1. Student organization funds are funds generated from state dues, conference registrations, fund-raising activities and donations of monies for a specific organizational purpose (e.g., scholarships, awards or supplies).
2. The grant recipient (lead agency) must establish two accounts for CTSO activities. These accounts are: 1) CTSO grant funds 2) CTSO student organization funds. These accounts must be separate from the lead agency's other funds and accounts.
3. All student organization funds must have an identified account series/chart of accounts which follows the organization's revenue and expenditure purpose. They must be within the grant recipient's accounting and funds system. **THE CTSO CANNOT HAVE ITS OWN CHECKBOOK OR CHECKING ACCOUNT!**
4. Any interest earned from the student organization funds must be reported quarterly and remain in the student organization's account.
5. The fiscal year will cover the same period as the contract (July 1 to June 30).
6. Detailed monthly financial reports of student organization funds, including both revenue and expenses, must be prepared for the student governing body meetings. The minutes of the organization's meetings will reflect the student officers' approval of the annual budget and monthly expenditures. Monthly financial statements detailing expenses and receipts for the student organization account will be sent to the Department of Education's CTSO program officer by the last day of the subsequent calendar month. Minutes of

all state officers' executive committee meetings should be submitted to the Office of Career and Technical Education within 60 days of the meeting date.

7. Any dues-paying member or local chapter advisor may review the student organization accounts with 10 working days' written notice.
8. The student organization account will be independently audited at the end of each fiscal year. A copy of the complete audit must be sent to the Department of Education's CTSO program officer by October 31, following the end of the fiscal year. The Office of Compliance may also audit the student organization funds annually. Accounts should be closed and available for an audit by August 15 following the end of the fiscal year.
9. The organizations must be nonprofit in their financial objective and operate according to 501(c)(3) tax-exempt status.

B. Purchasing

1. The objective of all purchasing will be the best value for the student members (appropriate quality at the lowest possible price).
2. The grantee must follow the bidding process for use of student funds, as specified under the appropriate state law governing purchasing and procurement. LEAs should consult with their district's school business administrator; state and county colleges should consult with their Purchasing Office.

C. Annual Budget, Dues and Fees

1. The state advisor must propose and submit an annual detailed budget of income and expenditures for the student organization funds for approval to the organization's student governing body. The state advisor must send a copy of the approved budget to the Department of Education's CTSO program officer. The Office of Career and Technical Education reserves the right to review this budget and question any expenditures.
2. CTSO state dues and fees must be recommended by the state advisor and must be established by the organization's student governing body and should be appropriate to generate sufficient income for the organization's budgeted expenditures.

D. Allowable Use of Career and Technical Student Organization Funds

Student organization funds must be used solely for the benefit of student members. Use of funds for activities that do not include the direct participation of student members must be pre-approved by the director of the Office of Career and Technical Education. Use of funds must be pre-approved by the student governing body and reflected in the minutes of the student governance meetings. The following items are appropriate uses for organization funds if they are not covered by the CTSO grant funds:

1. Guest speakers for conferences.
2. Organizational awards and scholarships.
3. Stipends or travel reimbursement not to exceed state or federal per diem rates for student members to attend regional and national organization conferences.
4. Office supplies related to the operation of student conferences.
5. State officer training expenditures.
6. State officer expenses to complete official duties.
7. Equipment that is used solely by the organization for the benefit of students, which remains the property of the organization. All equipment must be held in a secure location, be available for inventory and for inspection upon monitoring, and for redistribution to the appropriate party at the beginning of the fiscal year. An annual inventory of equipment purchased with student funds must be completed and sent to the Department of Education's CTSO program officer by August 30 of the contract year.
8. Conference meals and lodging for student members and the accompanying advisor when registration fees include these items.
9. State officers' official uniforms.
10. Student members' telephone, printing and postage expenses related to the organization.
11. Consultants and administrative clerical support to facilitate the operation of conferences, as listed in sections E and F.

E. Consultants

A consultant or guest speaker may be hired to perform specific tasks.

No single consultant or additional staff person will be paid more than \$2,500.00 from career technical student organization funds per calendar year. The director of the Office of Career and Technical Education may grant exceptions after reviewing written request and justification submitted by the state advisor. Appropriate tasks for which consultants may be hired include:

1. Write tests or materials for competitive events.
2. Conduct and evaluate competitive events.
3. Perform data entry and tabulation for conferences, competitive events, and membership.
4. Write instructional/leadership materials.

F. Administrative/Clerical Support

Administrative/clerical support may be hired on an hourly basis as part-time or temporary workers.

G. Exceptions

The director of the Office of Career and Technical Education will approve other uses of the organization's funds before expenditures are made. These requests must be made in writing.

H. Fund-Raising Activities

Fund-raising projects to support student activities usually take place at the local chapter level. Also, community service projects, which may involve fund-raising activities for other organizations and/or charities, are often a part of a local/state program of work. Before embarking on any statewide charitable fund-raising campaign initiatives, the state advisor must submit a written request for approval to the director of the Office of Career and Technical Education. The request must detail the nature of the fund-raising project and its intended beneficiary. Student dues money must not be used for charitable contributions.

III. ORGANIZATION STRUCTURE AND GOVERNANCE

A. State Advisor's Role

Student governance is a guiding principle upon which the vocational student organizations function. Adequate professional service and leadership are also essential to maintain the organization's educational and leadership purpose.

The recipient agency will employ the state advisor for the vocational student organization.

The state advisor's responsibilities include the following:

1. Serving as liaison between the national association and the state chapter;
2. Participating in meetings and activities with representatives from the Department of Education, as requested, to facilitate statewide planning and initiatives for CTSOs;
3. Selecting facilities used for conference events that are barrier-free for disabled students;
4. Arranging services for students with disabilities that are appropriate to the identified needs in their individual educational program (IEP);
5. Preparing and submitting state chapter reports to the national office including reports on finances, membership, projects and activities;
6. Coordinating the activities of the state executive council (state officers and their advisors), including providing assistance to state officers during meetings and operation of the state conferences;
7. Establishing a coordinated public relations program to increase public awareness and understanding of the vocational student organization;
8. Developing support for student activities through the active involvement with business and industry in the organization's activities and events;
9. Establishing an advisory committee that meets regularly, with appropriate representation from business and industry, to give input into the activities of the organization;

10. Maintaining close communication with the state executive council and advisory committee;
11. Maintaining open lines of communication with all local advisors;
11. Serving as a resource person for local chapter advisors;
12. Ensuring that any information regarding activities and events is published on the CTSO's web site and updated regularly;
13. Maintaining state and national membership records; and
14. Requesting prior written approval from the director of the Office of Career and Technical Education for out-of-state conference attendance for self and any other staff.

Please note: The state advisor does not chaperone any student member at any state or out-of-state conferences.

B. State Officers' Roles

Managing a state chapter of a vocational student organization is the responsibility of the state officers and the state advisor. The state student officers alone hold voting rights. Debate on issues is limited to those with voting power unless the chair seeks additional information from an outside source.

The success of a state chapter depends on the strength of its state officers. Therefore, the selection of state officers should be structured to best meet state chapter needs. A qualified student member must have a strong desire to be a state officer.

The title of the state officer positions may vary by vocational student organization. All officers must work for the growth and educational development of the association. A sample of officer titles and tasks are as follows:

President - Presides at all meetings including executive council meetings; makes necessary committee appointments including the designation of committee members' appointments and of committee chairs; develops a program of work for the term of office.

Vice President(s) - Accept(s) the responsibilities of the president as needed.

Secretary - Records the proceedings of all business and state executive council meetings, keeps the minutes and/or proceedings of all meetings and conferences.

Treasurer - Develops and presents financial and membership records as necessary.

Historian - Maintains records of the chapter, including an annual report of its activities, awards and publicity.

Reporter - Works closely with the president and state advisor to encourage maximum publicity by all chapters, prepares news releases concerning the state chapter and its events, and informs the national vocational student organization of state chapter activities.

Parliamentarian - Advises the president or presiding officer on points of parliamentary procedure.

C. Advisory Committee's Role

Every CTSO must have a state advisory committee. It is recommended that this advisory committee include business members, community leaders and educators in state chapter activities. Each organization should strive to have an advisory committee with 50 percent membership from business and industry. Beyond improving the state chapter's total program of activities, the committee can introduce members to local business people, increasing their awareness of their potential as future employees.

A state advisory committee can serve as the organization's liaison to the community and industry. Committee members are invaluable in planning and implementing civic projects, speaking engagements, community-wide sales, publicity campaigns, field trips, competitive events, local media coverage, and scholarship programs. The committee also serves as a valuable resource for keeping the state chapter abreast of occupational standards.

D. Grant Recipient's Role

The grant recipient performs the following:

1. Administer the statewide program for the CTSO;

2. Conduct the CTSO's annual program of work and calendar of events according to the organization's New Jersey and national constitutions, bylaws, rules and regulations;
3. Manage grant and organization funds collected from student members, chapters and others in a responsible manner according to General Accepted Accounting Principles (GAAP); and
4. Provide sufficient and suitable workspace and communications access.

E. Local Advisor's Role

The local advisor is an occupational education teacher. He or she strongly influences organizing and stimulating chapter development, as well as gaining the support of school administration and the community. The advisor should meet with other teachers in the occupational program area to gain their support. Advisors should share state and national materials with students, stimulate student participation in the planning process and involve as many students as possible.

The local advisor's responsibilities include the following:

1. Directing, chaperoning and coordinating the supervision of the students at CTSO activities conducted during, before or after the regular school day;
2. Knowing the history, principles, bylaws, ceremonies, typical activities, procedures and other essentials for the active operation of a local chapter;
3. Organizing the selection process for chapter officers;
4. Providing for the training of chapter officers so that they can fulfill the responsibilities of their offices;
5. Establishing rules that will help students lead themselves and remain consistent with school policies and the state and national organization's bylaws;
6. Holding regular chapter meetings and ensuring that they are conducted in a businesslike manner using parliamentary procedure;
7. Assisting the members in developing an annual program of work, which includes a budget, calendar and committee assignments;

8. Encouraging civic responsibility through professional conferences, chapter activities, school improvement projects, and support of community activities;
9. Assisting in the maintenance of necessary chapter records: financial, membership, state and national dues reporting, annual reports of activities, financial development projects, etc.;
10. Planning, collecting, and arranging materials to promote the chapter and its events;
11. Ensuring that the school, administration, faculty, students and the public are informed of chapter activities and outstanding student achievements;
12. Recruiting and coordinating the preparation of students for participation in local, state and national activities and competitive events;
13. Knowing the guidelines for regional, state and national competitive events and coordinating participation at all levels;
14. Overseeing financial development projects - collecting, counting, depositing, monitoring and distributing ordered or produced merchandise; and
15. Supervising the receipt, recording, depositing and expenditure of chapter funds.

F. Local Officers' Roles

Managing a local chapter of a career and technical student organization is the responsibility of the local officers and the local advisor(s). Positions and duties of local officers are similar to those listed in Section B, the state officers' duties.

Well-qualified and dependable officers are crucial to the growth of any local chapter. The local chapter officers' responsibilities include:

1. Providing an environment where all members will grow professionally;
2. Developing a local program of work and including all members in its achievement;

3. Knowing and conducting chapter business in proper parliamentary order;
4. Maintaining complete, current records and minutes;
5. Developing and carrying out a strong publicity program;
6. Knowing the chapter's constitution, bylaws and annual program of work;
7. Knowing their roles in all ceremonies;
8. Knowing parliamentary procedure and meeting conduct;
9. Expressing ideas, and being willing to listen and understand the need for democratic procedures;
10. Respecting the rights, ability and dignity of every member;
11. Inspiring confidence and conveying enthusiasm; and
12. Keeping advisors(s) informed on the status of chapter undertakings.

G. Organization Constitution and Bylaws

Each vocational student organization must operate according to its national and state constitution and bylaws. The state advisor and the state officers are responsible for ensuring compliance with these documents.

The national constitution and bylaws are available from the national CTSO contacts listed in Appendix A. Each CTSO's state constitution and bylaws must be in compliance with those at the national level, but they are developed specifically by the state level of the organization. Any changes or amendments must be voted on at the state conference by 2/3 of student voting delegates.

A local chapter must have a local constitution and/or bylaws under which it operates. Provisions of these documents must be in compliance with state and national constitutions and bylaws.

To carry out its stewardship responsibility for public funds, the New Jersey Department of Education reserves the right to include additional standards and/or requirements for a grantee that exceed those standards and requirements found in a

vocational student organization's national and state constitutions and bylaws.

H. CTSO Membership:

1. Student members should currently be or formerly been enrolled in the occupational education area served by the CTSO in which they are members. Activities and competitive events of the organization reflect the educational content of the occupational education instructional area and should be based on industry standards.
2. A local chapter can only be established/chartered in the school which has the appropriate approved occupational education program for that organization.
3. All members must pay dues for both the state and national levels of the organization. Local membership dues payment is a local chapter/school decision.
4. A student may be a member of more than one CTSO if the student is currently enrolled in, or has been enrolled in more than one occupational education program.
5. The funding source of state and national dues must be a local chapter/school decision. Options are individual student payment, chapter payment, or school payment. No federal vocational education funds may be used to pay state or national dues.
6. CTSOs must provide an equal opportunity for participation for all student members regardless of race, national origin, creed, gender, location of school or disability. CTSOs should especially focus on efforts to increase the participation of students who are members of special populations.

IV. SUPERVISION OF STUDENTS DURING EVENTS

Student involvement in competitive events and conferences often requires that the students travel throughout the state with overnight stays at facilities. They may also travel out of state to national student leadership conferences. It is imperative that students be properly supervised during these events.

Recommended Guidelines

Each district must retain responsibility for its student delegation at CTSO events. Individual school district policies, procedures and regulations regarding student travel must be followed. In addition, there must be a clear written understanding with parents, school districts and chaperones regarding the rights and responsibilities of chaperones during this travel period. There must be a chaperone provided for each gender group when attending overnight conferences and out-of-state meetings. If an individual district cannot provide chaperones for both gender groups, an arrangement with another participating district is recommended. The number of students per advisor/chaperone must adhere to district guidelines. However, it is strongly recommended that there be one adult advisor/chaperone provided for every 10 students in attendance. When traveling to national conferences, it is recommended that there be one advisor/chaperone for every 7-8 students.

Students and parents must agree to a code of conduct and be responsible for the consequences of each student's actions. Each CTSO must develop a written code of conduct to be signed by both student and parent prior to attending any overnight events (see example in Appendix C). Districts are required to obtain written parental/guardian permission, including complete medical information for participating students. Districts retain full responsibility for adhering to their own district policies and procedures regarding administration of medications and/or medical treatments for students throughout their participation in CTSO activities.

Advisor/chaperone conduct must also be clearly delineated to ensure proper supervision of students during CTSO events. Advisors need to set the example in terms of demonstrating good sportsmanship when competition is involved. The advisor/chaperone is responsible for knowing the whereabouts of all students at all times and for reviewing the code of conduct with students. If the advisor/chaperone is unable to provide proper supervision or cannot be located in emergency situations, the local principal and /or administrator must be contacted. (See example of Advisor Statement of Assurances in Appendix D)

The chapter advisor/chaperone must be responsible to the state advisor for maintaining overall control of disciplinary and/or medical problems of his/her students. In the event of any major conduct or disciplinary infraction, the chapter advisor/chaperone, after consultation with the state advisor, will contact the school principal and the district school superintendent or designee and may send the student home at the expense of the parents/guardians.

V. PROCEDURES FOR STARTING NEW CHAPTERS

Each of the seven career and technical student organizations has step-by-step literature available for starting a new chapter which can be obtained from the state or national office. Some basic steps are as follows:

1. Becoming familiar with the materials of the organization you wish to start;
2. Gaining the support of appropriate school officials;
3. Getting student leaders interested;
4. Infusing the organization into the curriculum;
5. Contacting the organization's state advisor for technical assistance;
6. Planning to hold an organizational meeting and electing officers;
7. Kicking off a membership drive;
8. Developing a calendar of activities and program of work;
9. Planning a budget; and
10. Electing chapter officers.

Some CTSOs offer additional services such as visits from a state officer(s) and/or a chapter charter ceremony.

VI. RESOLVING DISPUTES

Policy

Most disputes that occur within the vocational student organizations relate to membership reporting, deadline adherence, rule violations and competitive event results. Rules and regulations are found in source documents, such as each CTSO's handbook, and also appear in the appropriate registration material.

Process

The local chapter advisor should initially report disputes to the state advisor either orally or in writing. Some CTSOs have specific appeal processes for competitive event disputes. All information must be available before a decision can be made. The state CTSO advisor provides those procedures and forms to each local chapter, according to the organization's guidelines.

CTSOs subscribe to the theory of "student governance." Most disputes are presented to the executive board, which generally consists of the state officers of the organization. This student board will review the information and make a recommendation to the state advisor regarding appropriate and/or necessary action. In emergency situations, the state advisor may make the decision.

If a local chapter wishes to pursue a dispute beyond the executive board and/or the state advisor, it should then send the complaint in writing to the Department of Education's CTSO program officer.

VII. PUBLIC RELATIONS

Career and Technical Student Organizations can enhance public awareness of their educational value by conducting promotional activities. Suggestions for positive public relations for the public and for special groups are listed below:

A. General Public

1. Publishing and distributing an organizational newsletter;
2. Providing press releases to local and state newspapers on organizational activities;
3. Preparing feature articles on students and events;
4. Writing and performing a school assembly program about the organization;
5. Publishing and distributing reports of organizational activities;
6. Sponsoring radio and TV advertisements or announcements;
7. Providing a booth at conferences;
8. Encouraging restaurants to use placemats supporting CTSOs;
9. Showcasing activities at malls, conferences, etc.;
10. Distributing brochures describing organizational benefits;
11. Developing video tapes promoting the organization;
12. Providing community service to groups such as the elderly;
13. Sponsoring an open house or a breakfast;
14. Sending brochures to targeted groups such as legislative leaders, teachers and parents; and/or
15. Sending invitations to special events.

B. Business and Industry Involvement with Career and Technical Student Organizations

Conferences, courses and seminars sponsored by business and industry bring together quality experts, technical leaders and policy makers in government and industry. These programs provide the exposure to current technical and managerial methods to keep abreast of the latest developments in individual occupational program areas. It is through this involvement that educators update the curricula, using current standards, in order that students may acquire the personal and professional skills that business and industry demand.

Technical committee meetings with leaders of CTSOs provide opportunities for educators and students to meet with experienced professionals, gaining knowledge of contemporary business concepts. By learning how to network with business and industry, students develop skills necessary for life-long learning. Educators also benefit by maintaining this involvement with professionals in their occupational areas. In addition, business and industry provide newsletters, conference proceedings, and standards of excellence for the trades and technical literature directed toward specific specialties, which benefit student organizations.

VIII. SERVICES TO CHAPTERS/SCHOOLS/STATE OFFICERS

A. Competitive Events

Competitive events can be conducted for individuals, teams, and chapters.

Competitive events are conducted for vocational student organizations to test students' skills and competencies in each vocational education area. The educational value is in the preparation and motivation to perform at a high level. CTSOs recognize performance, not just ranking.

The Office of Career and Technical Education reserves the right to review and approve the annual skills competition planned by each CTSO. When two or more organizations prepare regional and state competitions in the same occupational area, the O CTE will determine which organization will sponsor the competition. Such determination will be binding on all grantees.

Eligibility for Competitive Events

Payment of membership dues to the state and national career and technical student organization is a requirement for participation and eligibility in state and national vocational student organizations.

Dues must be paid by the published deadlines of the organization for student members to be eligible to participate in competitive events.

B. Chapter Mailings and Database

Database

Each CTSO must maintain a database of current active school chapters and advisors. This database is necessary to send current information to chapters. The database must be kept up to date for efficient communications. It can be used to make mailing labels, and name tags, schedule classroom visits by state officers, merge information for national competition correspondence, and even communicate with chapter officers. Managed correctly, the database can be the key to efficient communications and administrative duties of the state office.

Mailings and Communications

Each CTSO has different needs when it sends mailings of conference and competitive events' to chapters. Some CTSOs develop handbooks, which they send at the beginning of the school year. This eliminates the need to send individual event mailings before events. Other CTSOs have instituted fax-back systems or are transmitting materials electronically. The state advisor must ensure that all communication for activities and events are sent to the appropriate chapter advisor at least six weeks before the activity or event. Mailings are sent to state officers regularly about state meetings, conferences and competitive events. Each CTSO must have a web site that lists its calendar of events

and pertinent information regarding activities and events. This web site must be updated regularly.

Appendix A National Career and Technical Student Organizations Contacts

National DECA Organization, Inc.
1908 Association Drive
Reston, Virginia 22091
703-860-5000
FAX: 703-860-4013 www.deca.org

Dr. Edward Davis
Executive Director

Future Business Leaders of America
Phi Beta Lambda, Inc.
1912 Association Drive
Reston, Virginia 22091-1591
800-325-2946
FAX: 703-758-0049 www.fbla-pbl.org

Ms. Jean M. Buckley
President and CEO

National FFA Organization
National FFA Center
P.O. Box 68960
6060 FFA Drive
Indianapolis, Indiana 46268-0960
317-802-6060
FAX 317-802-6061 www.ffa.org

Dr. Larry Case
CEO & National FFA Advisor

National Family, Career, and Community Leaders of America
1910 Association Drive
Reston, Virginia 22091
703-476-4900
FAX: 703-860-2713 www.fcclainc.org

Mr. Michael L. Benjamin
Executive Director

Health Occupations Student Association, Inc.
6021 Morriss Road, Suite 111
Flower Mound, Texas 75028
800-321-HOSA
FAX: 972-874-0063 www.hosa.org

Dr. Jim Koeninger
Executive Director

Technology Student Association
1914 Association Drive
Reston, Virginia 22091
703-860-9000
FAX: 703-758-4852 www.tsaweb.org

Ms. Rosanne White
Executive Director

SkillsUSA
14001 SkillsUSA Way
P.O. Box 3000
Leesburg, Virginia 20177-0300
703-777-8810
FAX: 703-777-8999 www.skillsusa.org

Mr. Timothy Lawrence
Executive Director

APPENDIX B

CTSO Student Code of Conduct

1. A student member shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon the CTSO.
2. A student member shall participate fully in all appropriate conference activities, general sessions, workshops, business meetings, meals, etc. for which he/she has responsibility.
3. A student member shall abide by the dress code adopted by the state chapter.
4. A student member shall be willing to take and follow instructions as directed by those responsible for the activity.
5. A student member shall avoid places and actions which in any way could raise questions as to moral character or conduct.
6. A student member shall treat all members equally.
7. A student member shall not damage or deface property at any CTSO activity. Damages to any property will be paid for by the member or his/her school district.
8. A student member shall stay at the designated hotel during the conference and shall keep his/her chapter advisor(s) informed of his/her activities and whereabouts at all times.
9. A student member shall observe curfew at the conference by being in his/her assigned room at the time designated in the conference program and remain quiet and respectful of the hotel guests.
10. A student member shall not violate any state or federal laws (i. e. possession of alcohol or narcotics or smoking). Alcoholic beverages shall not be consumed or purchased regardless of the member's age.

A student member who violates or ignores any of the above code of conduct subjects himself/herself to:

***Being removed from the CTSO activity and sent home at his/her own expense after consultation with his/her chapter advisor(s).**

***Having any honors and/or office withdrawn.**

As a student member, I agree that I must abide by the above code of conduct.

Date

Signature of Student Member

I/we have read the above and understand that _____ must abide by the rules and understand the consequences of violating this code of conduct.

Date

Signature of Parent/Guardian

*****Chapter advisors should maintain a copy of this signed code when at CTSO activities*****

APPENDIX C

ADVISOR STATEMENT OF ASSURANCES

Advisor's Name: _____ **Chapter:** _____

Advisor/Chaperone conduct should be exemplary at conferences, thus setting a good example for the students. Conduct of

advisors/chaperones at all conferences shall adhere to the code established for student conduct and dress. Additionally, good sportsmanship is essential, and it is expected that advisors/chaperones will provide assistance to instill an understanding that there is more to life than just winning.

The State Office requires all advisors and/or chaperones attending the CTSO events to read and sign a copy of this form and return it to the State Office with conference registration materials.

1. Local advisors are responsible for having each student attending the CTSO event to read, discuss, sign, and return the **Student Code of Conduct** form.
2. Local advisors are responsible for knowing the whereabouts of all their students at all times. Each local advisor should establish a policy with his/her students prior to the conference in order to meet this regulation.
3. Advisors must have with them at the conference a list of their students, as well as home telephone numbers and parents' or guardians' names.
4. Curfew will be enforced by advisors. Local advisors are responsible for room checks to ensure their students are in their assigned rooms.
5. No use of alcoholic beverages, or narcotics will be permitted.
6. Identification badges or official conference buttons will be worn at all times.
7. Chapter advisors are responsible for their delegates' conduct and shall be available to their students at all times or shall have another advisor/chaperone available to their students.
8. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.

I have read the STATEMENT OF ASSURANCES and agree to comply with these guidelines.

Advisor's/
Chaperone's Name: _____ Signature: _____

Administrator's Signature: _____ **Date:** _____

In case of emergency, the following local administrators should be contacted:

Name: _____	Name: _____
Title: _____	Title: _____
School Phone: _____	School Phone: _____
Home Phone: _____	Home Phone: _____

